

ACS VOLUNTEER POSITION DESCRIPTION

PROGRAM: Soldier Risk Reduction Program

POSITION/TITLE: Community Prevention Services Assistant

FIRST LINE SUPERVISOR: Soldier Risk Reduction Program Manager

SECOND LINE SUPERVISOR: Volunteer Supervisor

GOAL/OBJECTIVE: Optimum utilization of volunteer's existing skills in full professional capacity as member of the Soldier Risk Reduction's community prevention components to include the Alcohol and Drug Prevention Program (ADAP) and the Soldier Risk Reduction Program (SRRP); Introduce volunteer to total range of activities consistent with Soldier and Family Support Center's responsibilities for development of comprehensive community prevention programs.

DUTIES: Assists in all phases of prevention program development; Office automation (including data entry); Conducts program evaluation (including data analysis); Provides administrative assistant in class instruction; Designs and develops specific materials for prevention campaigns and classes; Appears as a representative of Human Services Division for prevention campaigns; Work may involve light physical work to include setting up and putting away tables and chairs; Volunteer may also be requested to assist with activities that may require long periods of standing, bending, lifting and stooping; Volunteer may be requested to assist during non-duty (evenings and weekends) hours, however this is not mandatory.

TIME/DRIVING REQUIREMENT: 15 hours per week; usually from 10:30am – 3:30pm on MTW; Driving of GOV and reimbursement of POV expenses are not authorized. Regular use of a vehicle is not required.

QUALIFICATIONS: Working knowledge of basic computer software packages in Windows format; Working knowledge of military protocol and military organizations; Ability to communicate, effectively in writing; Basic instructional and presentation skills; Ability to apply information from existing resources such as the media and professional literature to daily job performance.

TRAINING: Army Community Service volunteer orientation (2 hrs); On-the-job training will be provided on equipment usage, procedures; As agreed upon by volunteer and supervisor: any substance abuse prevention training or community prevention courses available through the Northeast Kansas Regional Prevention Center, in Manhattan, other state agencies, or the Human Services Division (80 hours of training required to become proficient in data entry and familiarization of different risk factors being input into battalion risk reduction charts); Volunteer must take security and computer use training prior to government computer use (1 hr); Volunteer may be required to undergo security clearance prior to government computer use depending on access required.

EVALUATIONS: Ongoing and immediate supervisor feedback; Annual evaluations for long term volunteers (3 or more months) unless need for more as determined by supervisor and volunteer.